

**TENNESSEE GOVERNMENT EXECUTIVE INSTITUTE
ALUMNI INFORMATION SYSTEM**



USER GUIDE

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ALUMNI INFORMATION SYSTEM
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Welcome to the new Tennessee Government Executive Institute Alumni Information System. The purposes of this internet-based system are outlined below:

1. To store information about you and other graduates of TGEI in an easy-to-maintain format.
2. To allow the Department of Human Resources to send you pertinent information and updates about the program in a fast and efficient manner.
3. To allow graduates of TGEI easy access to information about their fellow alumni of TGEI and to be able to communicate with each other through the e-mail facility. With your help, the information on this system will always be current, as opposed to the hard copy directories previously distributed in past years.

The information contained in this new system will NOT be used for any marketing purpose, nor will it be released to the general public. Access will require a password so only you can change your personal information.

The alumni of TGEI represent a pool of highly skilled and talented people and the directory is available to facilitate better communication.

You will use the system to do the following:

- Enter YOUR specific information for the first time
- Update your information as it changes
- Look up information about other alumni.
- E-mail an fellow TGEI Alumni, your class, Alumni within a Department or the entire network.
-

This system is very easy to use. The only technical requirement is that you have access to the Internet. To add your demographic information to this Alumni Information System, you will enter information into only one screen.

It will take you approximately two to three minutes to enter your information.

The following pages provide a step-by-step guide of how to use the system.

For those of you who are not familiar with using Windows-based screens or Internet applications, a glossary of terms is included below. Terms that are referenced in the glossary will be indicated in *italic print* in the body of the user guide.

If you should have any questions about using this system, please call the Department of Human Resources at 615-741-5622.

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GLOSSARY OF TERMS

Click - When you are asked to click on something, that means that you should use your mouse to place your arrow on the area indicated on the screen and press down on the left front side of the mouse. This action “activates” that area of the screen.

Drop-down list - Is signified by a downward arrowhead next to a field on a screen. By *clicking* on the arrowhead, a list of pre-defined values for that field is provided. You can then *click* on the desired value and it will be entered into the field.

Scroll - Indicates movement of the screen displayed. You can *Scroll* by clicking on the “up” arrow to go up or the “down” arrow to go down or you may drag the *Scroll* bar up or down.

Scroll Bar - A horizontal or vertical bar that contains a box that looks like an elevator in a shaft. The bar is clicked to *Scroll* the screen in the corresponding direction, or the box (elevator, thumb) is clicked and then dragged to the desired direction.

Button - Usually indicated by a rectangle on the screen with a descriptive label, is activated by *clicking* and results in processing of information or linkages.

Select - Refers to a list of items from which a user can *Select* multiple options, usually by *clicking* on the square next to the list item. When a *Selection* square is *clicked*, a check mark will appear to indicate that item has been *Selected*. If you *Select* an item and then decide to not *Select* it, simply *click* on the square again and the check mark will be removed.

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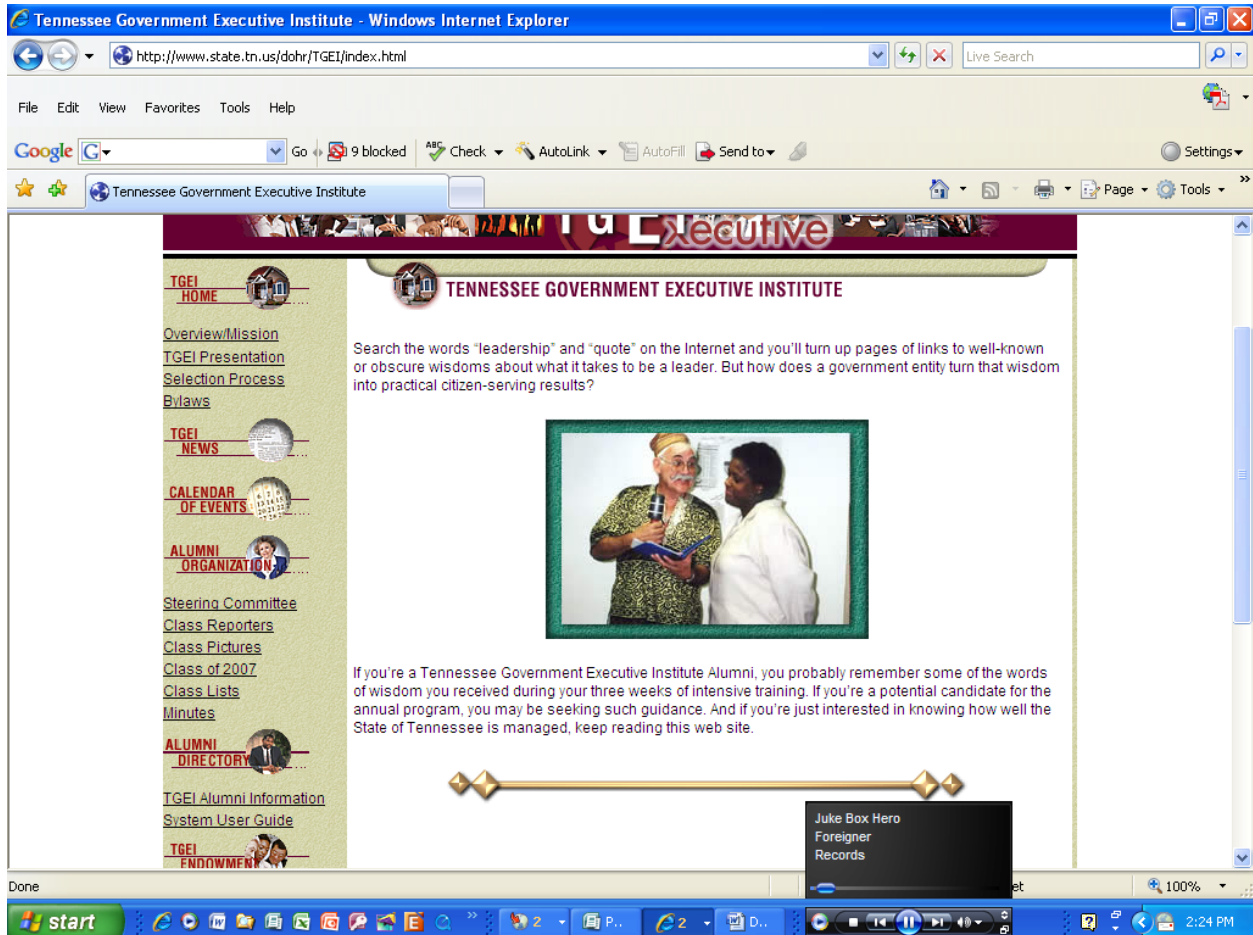
Getting to the site where you will use the Alumni Information System is easy.

- Go to Department of Human Resources home page at <http://www.state.tn.us/dohr>.
- From the Department of Human Resources home page, *Select* the Tennessee Government Executive Institute link as shown below:



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The TGEI Home Page will then appear as below:



- At this point, you might want to set a bookmark so that the next time you can return directly to this page.
- *Select* the 'Alumni Directory' link. This link will take you to the TGEI Alumni Directory (note: TGMI also uses this same system to access TGMI information).

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Click on TGEI Alumni Directory to proceed to the TGEI Directory.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: `https://ja.state.tn.us/dohr/aitgei/login.jsp?Id=TGEI`. The page header features the Tennessee state logo and the text "TENNESSEE.GOV" and "The Official Web Site of the State of Tennessee". Below this, it identifies the "Department of Human Resources" with "Deborah E. Story, Commissioner". A navigation bar includes links for "Home", "Human Resources Divisions", "Employment Information", "State Employee Resources", "Online Services", and "Contact Us". The main content area is titled "Tennessee Government Executive Institute". It contains a login form with fields for "User Id:" and "Password:". A red note next to the User Id field states "This is your SSN". Below the fields are two buttons: "Login" and "Change Password". A link for "Forgot Your Password?" is located below the buttons. The browser's status bar at the bottom shows "Done", "Internet", and a zoom level of "100%". The Windows taskbar at the very bottom includes the "start" button, several application icons, and a system clock showing "2:25 PM".

Tennessee Government Executive Institute

User Id: *This is your SSN*

Password:

[Forgot Your Password?](#)

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Type in your Social Security Number (without the hyphens) in the box labeled “User Id:” For the very first time that you logon to the system type in “TGEI” as your password. *Click* on the *button* labeled “Login”.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <https://ja.state.tn.us/dohr/aitgei/login.jsp?Id=TGEI>. The page header features the Tennessee state logo and the text "TENNESSEE.GOV The Official Web Site of the State of Tennessee". Below this, it says "Department of Human Resources Deborah E. Story, Commissioner". A navigation bar includes links: Home | Human Resources Divisions | Employment Information | State Employee Resources | Online Services | Contact Us. The main content area is titled "Tennessee Government Executive Institute". It contains a login form with two input fields: "User Id:" and "Password:". The "User Id:" field has a red note next to it that says "This is your SSN". Below the fields are two buttons: "Login" and "Change Password". At the bottom of the form area is a link that says "Forget Your Password?". The browser's status bar at the bottom shows "Done", "Internet", and "100%". The Windows taskbar at the very bottom shows the start button and various application icons, with the system clock indicating 2:25 PM.

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If you are a first time user or if you have forgotten your password, you will see the Password Change Menu. The system recognizes you as a first-time user and you are required to change your password to something only you will know.

Type in TGEI in the field labeled “Old Password”

Type in your new password in the field labeled “New Password”

Type in your new password again in the field labeled “Verify New Password”

The screenshot shows a Windows Internet Explorer browser window displaying the Tennessee Government Executive Institute Alumni Information System. The browser's address bar shows the URL <https://ja.state.tn.us/dohr/aitgei/loginSubmit.jsp>. The page header features the Tennessee.gov logo and the text "The Official Web Site of the State of Tennessee". Below the header, there is a navigation bar with links: Home, Human Resources Divisions, Employment Information, State Employee Resources, Online Services, and Contact Us. The main content area is titled "Alumni Password Maintenance". It contains three input fields: "New Password:", "Verify New Password:", and "Recalling your password." (which is a text box). Below these fields, there is a section for "Security Question:" with a dropdown menu showing "What is your mothers maiden name?". Below the dropdown is a text box for "Your Answer:". At the bottom of the form is a button labeled "Change Password". The browser's status bar at the bottom shows the time as 2:28 PM.

In addition, to assist you in case you may forget your password in the future, the system allows you to answer some questions that only “you” would know the answer. After selecting a question and entering an answer *Click on the button* labeled “Change Password”.

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Home | Human Resources Divisions | Employment Information | State Employee Resources | Online Services | Contact Us

Alumni Password Maintenance

New Password:

Verify New Password:

Recalling your password.
This is our only way to verify your identity. To protect your account, make sure "your answer" is memorable for you but hard for others to guess!

If you forget your password, we would identify you with this information.

Security Question:

Your Answer:

What is your pets name?
What city were you born in?
What is that special someones first name?
What is your favorite pass-time?
Who is your childhood hero?

Done Internet 100% 2:29 PM

In the future, should you forget your password, the system will ask the question and when you answer correctly, the system will allow you to set up a new password. In the event that you still encounter problems you may call the Department of Human Resources at 615-741-5622 for assistance.

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After your successful Logon, you will see the Alumni Information Menu as shown below. The Alumni Information Menu is located on the left portion of the screen and will always be available to you. You can use the *Scroll* bar to *Scroll* “up” or “down” then menu.



Using the Alumni Information Menu, you may search for Alumni by Name, by Last Name, Department, or by class year. Also, you may update your demographic information as well as utilize the e-mail facility to e-mail a fellow TGEI Alumni, a class, Alumni within a department, or the entire Alumni organization.

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Initially you will want to complete the Alumni Demographics Information Screen where you will enter some general information including your department, work address, phone number, and **Internet e-mail address**.

Type in your first name, middle initial, and last name. Type in any titles that should precede your name, such as Dr., Mr., Mrs., Rev., and any titles that should follow your name such as Jr., III, etc.

Boxes that have a downward arrow to the right indicate that you may choose from a predefined list rather than typing in your information. This is commonly referred to as a *drop-down list*. Simply *click* on the arrow and then *click* on your chosen entry.

None Selected ▼

Continue to type in the requested information. Using the TAB key on your keyboard will move you from one box to the next. Be sure to complete all requested information. Note that some information is only required if you currently or have ever worked for the State.

The screenshot shows a web browser window titled "Demographics - Windows Internet Explorer" with the URL "https://ja.state.tn.us/dohr/aitgei/demographics.jsp". The page has a menu on the left and a main form area. The menu includes "List by Name", "Last Name Search", "List by Department", "List by Class Year", "Email To: All Email Addresses", "Individual Alumni", "Class", "Department", "All Alumni", "Exit Directory", and "User Insert". The main form area is titled "Tennessee Government Executive Institute Alumni Demographics Information" and contains the following fields: "First Name:", "MI:", "Last Name:", "Title that should precede your name:", "Title that should follow your name:", "TGEI Graduating Year:", "Employment Status:", "Job Title:", "Employed/retired from government or private sector?", "If private sector, with what company are you currently employed/retired?", and a section for "If you are or have ever been in government, complete the items in this area:" which includes "Department:", "Original Hire Date:", "Division:", and "Building:". The "Department:" field is a drop-down menu currently showing "None Selected".

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Demographics - Windows Internet Explorer

https://ja.state.tn.us/dohr/aitgei/demographics.jsp

File Edit View Favorites Tools Help

Google G Go 9 blocked Check AutoLink AutoFill Send to Settings

Demographics

Email To: All E-mail Addresses
Individual Alumni
Class
Department
All Alumni
Exit Directory
User Insert
User Update
User List
Excell List

If you are or have ever been in government, complete the items in this area:

Department: None Selected

Original Hire Date: (MM/DD/YYYY)

Division:

Building:

MAILING ADDRESS

Street: County:

City: State: Zip:

PHONE NUMBERS

Home: (###)###-####

Work: (###)###-####

Ext:

E-MAIL ADDRESSES

Home:

Work:

Are you willing/able to travel? No

Insert

Please note that the office email address is asking for an **Internet e-mail address** not a GroupWise email address. If you are currently in State government, then your office email address will be your fname.state.tn.us (where 'f' is your first initial and 'lname' is your last name). When you have entered all of your information, *click* on the *button* labeled "Update".

You may return to the Demographics area at any time to update any of the information that you have entered. Remember, the Alumni Directory is only as good as we all make it, and keeping our Directory information current is critical to this effort.

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The Alumni Information Menu also contains search facilities via the *Search button*, which provides access to retrieve information about your fellow alumni. You may search by name, department, class, or search the entire directory.

The screenshot shows a web browser window titled "Alumni List - Windows Internet Explorer". The address bar displays "https://ja.state.tn.us/dohr/aitgei/alumniList.jsp". The page content is divided into two main sections. On the left is the "Alumni Information Menu" with search options: "List by Name" (None Selected), "Last Name Search" (text input), "List by Department" (None Selected), "List by Class Year" (None), and "Email To: All Email Addresses" (Individual Alumni, Class, Department, All Alumni). On the right is the "Tennessee Government Executive Institute" alumni list table.

Alumni	Class	Department	Information
Albert, Hazel E	1983	Department of Employment Security	Alumni Information
Brown, James M	1983	Department of Employment Security	Alumni Information
Bumbalough, Robert T	1983	Department of Human Services	Alumni Information
Carobene, Joseph W	1983	Mental Health and Developmental Disabilities	Alumni Information
Cochran, Terry K	1983	Department of Environment & Conservation	Alumni Information
Daigneau Heath, Sandra R	1983	Mental Health and Developmental Disabilities	Alumni Information
Fisher, Alfa D	1983	Department of Children's Services	Alumni Information
Hammett, Lynnella	1983	Department of Children's Services	Alumni Information
Hattaway, George W	1983	Department of Children's Services	Alumni Information
Haynes, Lucy H	1983	Attorney General's Office	Alumni Information
Horn, Elizabeth O	1983		Alumni Information
Jovner, Suelien M	1983	Department of Health	Alumni Information
Kirk, Susan H	1983	Department of Human Services	Alumni Information
Lake, Edward A	1983	Department of Human Services	Alumni Information
Lively, Lany	1983	Department of Children's Services	Alumni Information
Loveless, Deborah V	1983	Comptroller's Office	Alumni Information
Pillar, Marty J	1983	Department of Revenue	Alumni Information
Roth, Oliver S	1983	Mental Health and Developmental Disabilities	Alumni Information
Shell, Dorothy B	1983	Department of Human Resources	Alumni Information
Wiggins, Joe	1983	Department of General Services	Alumni Information
Wilson, Byron	1983		Alumni Information

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The Alumni Email *button* currently is not available with the most up to date records of e-mail addresses.

The screenshot shows a web browser window titled "Send Email - Windows Internet Explorer". The address bar displays the URL: `https://ja.state.tn.us/dohr/aitgei/sendEmail.jsp?type=every&cmp=`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows Google, Go, 9 blocked, Check, AutoLink, AutoFill, Send to, and Settings. The main content area displays the Tennessee Government Executive Institute Alumni Email form. The form header includes the Tennessee.gov logo, the Department of Human Resources, and the Commissioner's name, Deborah E. Story. The form is titled "Alumni Email" and features a "Send Email" button. The form fields include "To:" (set to "All Email Addresses In Both TGEI/TGMI Systems"), "From:" (a yellow input field with a red error message "This Must Be A Valid Internet Email Address"), "Subject:" (a yellow input field), and "Message:" (a large text area with a red error message "Message is limited to 4000 characters in length"). On the left side, there is an "Alumni Information Menu" with search filters for "List by Name", "Last Name Search", "List by Department", and "List by Class Year". The Windows taskbar at the bottom shows the start button, various application icons, and the system clock displaying 2:42 PM.

Send Email - Windows Internet Explorer

https://ja.state.tn.us/dohr/aitgei/sendEmail.jsp?type=every&cmp=

File Edit View Favorites Tools Help

Google G Go 9 blocked Check AutoLink AutoFill Send to Settings

Send Email

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Department of Human Resources
Deborah E. Story, Commissioner

Home | Human Resources Divisions | Employment Information | State Employee Resources | Online Services | Contact Us

Alumni Information Menu

List by Name
None Selected
Search Reset

Last Name Search
List by Department
None Selected
List by Class Year
None
Search Reset

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Alumni Email

To: All Email Addresses In Both TGEI/TGMI Systems

From:
This Must Be A Valid Internet Email Address

Subject:

Message:
Message is limited to 4000 characters in length

Send Email

Done Internet 100%

start 2 P.. 2 D.. 2:42 PM

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If you desire to view an alumni's address, phone number, etc., simply *click* on the *Alumni Information* item for that person and the following screen will be displayed:

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Inquiry Results

Name	Mr Firsteigh Lasteight
TGEI Year	1990
Title	Director
Business Phone	(615)849-1111
Department	Department of Transportation
Division	Road Maintenance
Business Name	
Address	500 Deaderick Street Nashville TN 37219
Business E-Mail Address	
Home E-Mail Address	Firsteigh@mmm.nnn
Status	Active

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Also, when you *Select* a department from the *drop down box* on the side menu and *click* the search *Button* the following screen will be displayed:

Alumni Information Menu

List by Name
None Selected
[Search] [Reset]

Last Name Search
[Text Box]

List by Department
None Selected
[Search] [Reset]

List by Class Year
None
[Search] [Reset]

Email To: [All Email Addresses](#)
[Individual Alumni](#)
[Class](#)
[Department](#)
[All Alumni](#)

[Exit Directory](#)
[User Insert](#)

Tennessee Government Executive Institute

Alumni	Class	Department	Information
Batey, Marianne N	1987	Department of Human Resources	Alumni Information
Bivins, Jeffery S	1997	Department of Human Resources	Alumni Information
Donner, Mark A	2000	Department of Human Resources	Alumni Information
Goodman, Lynn J	2002	Department of Human Resources	Alumni Information
Haynes, James K	1988	Department of Human Resources	Alumni Information
Johnson, James C	2001	Department of Human Resources	Alumni Information
Johnson, Nat E	1989	Department of Human Resources	Alumni Information
Laybaw, Patav	2007	Department of Human Resources	Alumni Information
Mcgee, Patricia A	1998	Department of Human Resources	Alumni Information
Moore, John E	1997	Department of Human Resources	Alumni Information
Orsini, James M	1999	Department of Human Resources	Alumni Information
Petrucelli, James D	1984	Department of Human Resources	Alumni Information
Saladin, Cynthia H	2000	Department of Human Resources	Alumni Information
Scales, Robert W	1989	Department of Human Resources	Alumni Information
Schuh, Nancy E	2007	Department of Human Resources	Alumni Information
Shell, Dorothy B	1983	Department of Human Resources	Alumni Information
Wilson, Rosie C	1988	Department of Human Resources	Alumni Information
Winningham, Durrell T	1990	Department of Human Resources	Alumni Information

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Again, you may view an alumni's address, phone number information by *clicking* on *Alumni Information*.

The screenshot shows a web browser window titled "Alumni List - Windows Internet Explorer". The address bar displays "https://ja.state.tn.us/dohr/aitgei/alumniList.jsp". The page content is divided into two main sections: "Alumni Information Menu" on the left and "Tennessee Government Executive Institute" on the right.

Alumni Information Menu:

- List by Name:** A dropdown menu with "None Selected" and "Search" and "Reset" buttons.
- Last Name Search:** A text input field.
- List by Department:** A dropdown menu with "None Selected" and "Search" and "Reset" buttons.
- List by Class Year:** A dropdown menu with "None" and "Search" and "Reset" buttons.
- Email To:** Links for "All Email Addresses", "Individual Alumni", "Class", "Department", and "All Alumni".
- Exit Directory** and **User Insert** links.

Tennessee Government Executive Institute:

Alumni	Class	Department	Information
Batev, Marianne N	1987	Department of Human Resources	Alumni Information
Bivins, Jeffrey S	1997	Department of Human Resources	Alumni Information
Donner, Mark A	2000	Department of Human Resources	Alumni Information
Goodman, Lynn J	2002	Department of Human Resources	Alumni Information
Haynes, James K	1988	Department of Human Resources	Alumni Information
Johnson, James C	2001	Department of Human Resources	Alumni Information
Johnson, Nar E	1989	Department of Human Resources	Alumni Information
Layhew, Patsy	2007	Department of Human Resources	Alumni Information
McGee, Patricia A	1998	Department of Human Resources	Alumni Information
Moore, John E	1997	Department of Human Resources	Alumni Information
Orsini, James M	1999	Department of Human Resources	Alumni Information
Patrucelli, James D	1984	Department of Human Resources	Alumni Information
Saladin, Cynthia H	2000	Department of Human Resources	Alumni Information
Scales, Robert W	1989	Department of Human Resources	Alumni Information
Schuh, Nancy E	2007	Department of Human Resources	Alumni Information
Shell, Dorothy B	1983	Department of Human Resources	Alumni Information
Wilson, Rosie C	1988	Department of Human Resources	Alumni Information
Winningham, Darrell T	1990	Department of Human Resources	Alumni Information

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When you have finished using this Directory, *click* on the *button* labeled “Exit Directory” located below the e-mail options on the left. When you exit the system, a message will be displayed and you will need to *click* on the screen again to continue to exit. You will then be routed back to the Department of Human Resources home page.

